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23 MAR 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

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SUBJECT: OIS Weekly Report (16-22 March 1983)

Office of the Director

A briefing on the OCR BIOSTAR system was given to OIS personnel in our conference room on Tuesday, 22 March, by [REDACTED] OD&E Development Program Manager. Twenty-two persons representing the professional and managerial functions of the Office attended and participated in pointed discussions on the capabilities of the system and its application to our responsibilities. [REDACTED]

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Classification Review Division

Chief, CRD visited the Department of State to meet William C. Hamilton, who has been selected as the new Chief, Systematic Review Branch, Classification and Declassification Center. Mr. Hamilton seems to have a sound understanding of the intelligence business and thoroughly understands the need for the protection of security. During the visit, Chief, CRD learned that State is preparing for publication of FRUS volumes related to Cuba (1961-63) and Vietnam (1961-69). The 1958-60 volume on Vietnam is nearing completion and will soon be ready for publication. The pressure to publish these volumes as soon as possible seems to stem from high-level interest. [REDACTED]

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Since 1 January 1983, CRD has received 44 manuscripts from PRB for review. At this rate, they will have received over 200 manuscripts in 1983. If this continues, there will have been an increase every year since 1977. [REDACTED]

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CRD personnel reviewed six manuscripts (653 pages) and three documents (444 pages) from PRB, two documents (nine pages) from DOD, and nine miscellaneous documents (1,283 pages) from various Agency sources during the past week. [REDACTED]

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C O N F I D E N T I A L

Information and Privacy Division

IPD, on 7-8 April, will conduct a Freedom of Information/Privacy Act (FOIA/PA) symposium [] It will include current FOIA/PA standard operating procedures and several workshops, plus an evening session centered around the public television series, "The Constitution, That Delicate Balance." Attendees are expected from throughout the Agency wherever Agency employees are involved with the FOIA/PA process. []

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An additional report containing other details is attached. []

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Records Management Division

* Records Systems Branch (RSB) representatives met with the Chairman, DCI Security Committee (SECOM) and representatives from the Office of General Counsel (OGC), to discuss National Security Decision Directive Number 84, Safeguarding National Security Information. Of particular interest is the part of the directive that gives the Director, Information Security Oversight Office (ISOO) the authority to develop standardized forms for nondisclosure agreements. All persons with access to SCI and other classified information will be required to sign these nondisclosure agreements as a condition of access. The Agency SCI nondisclosure agreement, Form 4193, was developed by SECOM and OGC and coordinated throughout the Intelligence Community. It is now used by all elements of the Intelligence Community except DOD and NSA []

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An RSB officer met with Executive Registry representatives to review final details on the DCI's and Independent Offices' records control schedules. All but three of these schedules have been submitted to RSB. The DCI, DDCI, EXDIR, Executive Secretary, Administrative Office, History Staff, and the Senior Review Panel have been combined into one schedule. The ICS, OP, and OGC schedules are expected to be submitted shortly. []

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Several RMD representatives attended the Federal Office Systems Exposition exhibits at the Washington Convention Center. In a system of special interest, Florida Computer Products displayed a microfiche reader interfaced with a microcomputer and software package to allow computer aided retrieval of information stored in microfiche. []

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During the week, 150 cubic feet of material was delivered to the hammermill for destruction. []

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Regulations Control Division

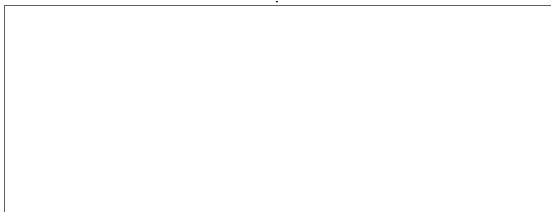
OGC has scheduled a meeting on Friday, 25 March, to discuss various comments and nonconcurrences registered against the new [redacted] Validation Officer. A representative of RCD will attend to participate in the discussions relative to the initial proposal and the comments from Agency coordinators. [redacted]

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Attachment:
As stated



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OIS/EX [redacted] is (23 March 1983)

Distribution:

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